

AGF – Added into Application

Human Resource Practices

Eligible groups will be aware of and adopt generally-accepted Human Resource practices. This area was new in 2006, see Section 6, Part 5 for details.

| | Yes | No | Date last Reviewed | Date last Revised |
|---|-----|----|--------------------|-------------------|
| Does your organization have job descriptions for all positions? | | | | |
| Does your organization have an orientation process ? | | | | |
| Does your organization have an orientation checklist? | | | | |
| Does your organization have a performance review process ? | | | | |
| Does your organization have a performance review form? | | | | |
| Do you have a compensation grid ? | | | | |
| Do you have time sheets or a mechanism for recording hours of work, including vacation time? | | | | |
| Is your organization aware of Occupational Health & Safety requirements? | | | | |
| Does your organization have a harassment policy ? | | | | |
| Does your organization have an overall Human Resource Manual ? | | | | |

- a) **Human Resource Practices:** New to the follow-up reporting, the Human Resource Practices helps SaskCulture see the whether eligible groups are aware and have adopted generally-accepted Human Resource practices.

Job Descriptions: A job description for each staff position provides for the efficient operation of the organization, by identifying the expectations of staff performance, required qualifications and/or experience, and how the position impacts on the mandate of the organization.

Job descriptions are intended to reflect the needs of the organization, not abilities and qualifications of the individual filling the position, and will include the following:

- Typical duties, tasks, and responsibilities of the position;
- Expected outcomes associated with the position;
- Minimum skills/experience required to do the job;
- Degree of accountability and responsibility; and
- Degree of impact of the position on the organization.

Recruitment & Staffing: In recruiting staff, the organization intends to attract the best people possible; people who can relate effectively to their job, other staff, the organization and its members and stakeholders as well as the broader cultural community.

When the organization hires staff members it is making a commitment to an individual. As such, the organization is obligated to ensure that the individual has all reasonable opportunity to perform the job to the organization's satisfaction.

Therefore, recruitment processes must reflect the following criteria:

- Open and competitive recruitment process;
- Job descriptions describing expected outcomes and impact of the position on the organization's goals; and
- Qualifications that reflect the requirements of the position.

Orientation: The organization is committed to providing a thorough orientation specific to the work and organization. Items to include in the orientation include:

- Work station and work environment review;
- Terms of the position; and
- Information on the organization and its network.

Performance Review: Performance reviews provide a written document that summarizes staff performance, progress and achievement. They are also tools to: assess staff contribution to the operations and strategic plan of the organization; identify and address areas for improvement in job performance; identify professional development needs; promote staff, and consider salary increases through the annual increment.

Performance reviews are to be systematic and based on current job descriptions and employee work plans derived from the organization's annual plan. Performance reviews are ongoing processes guided by principles of positive staff management. Performance reviews are intended to solve performance problems early before the employee's performance impacts negatively on the organization and/or the individuals continued employment.

Performance reviews provide staff with the opportunity to have input into their job and the tasks assigned to them by recording their own assessment of their performance, identifying continuing problems they encounter in their performance, clarifying professional development needs for performance improvement, and consulting with their supervisor on future opportunities within the organization.

Compensation: The organization recognizes that its staff is a vital element in the service provided to its membership, and the leadership provided to the cultural community of the province. Therefore, compensation paid to its staff must, within the resources of the organization, be appropriate to attract a high caliber of applicant in the field of cultural administration or discipline. Consistent with the dynamics of the lottery system and the non-profit environment in Saskatchewan, the organization will provide competitive compensation packages.

Hours of Work: Given the mandate and goals of many organizations, irregular working hours for certain staff members may occur on a regular basis, and that effective staff performance requires flexibility in working hours. The organization also acknowledges that overtime may be necessary for some positions. In this case, the organization supports flexible working hours, provided procedures are in place to ensure a reasonable balance of regular office hours, flexible working hours and overtime is maintained.

Most employees who work, or are at their employer's disposal, for more than eight hours per day are entitled to overtime pay. They are also entitled to overtime rates for any hours worked in excess of 40 hours per week. For weeks in which a public

holiday occurs, they are entitled to overtime rates after 32 hours of work. Overtime provisions do not apply to managerial or professional employees.

All full-time, part-time, casual, temporary and seasonal employees (including those who have not worked a full year) to whom The Labour Standards Act applies get annual holiday pay.

Occupational Health & Safety: Saskatchewan's occupational health and safety legislation is a system that;

- makes health and safety the joint responsibility of management and the workers;
- enshrines and protects workers' fundamental rights: to know about hazards in the workplace and how to identify them and protect themselves; to participate in health and safety decisions through management's consultation with occupational health committees and workers; and to refuse unusually dangerous work.

Harassment: All employees have the right to work in an environment free of harassment. The organization will take every reasonable measure to ensure that no employee is subject to such abuse from any source within the organization's governing, membership/clientele, managing and staff structures.